

签证办理及 MST 在徐留学小助手使用手册

各位同学，大家好：

欢迎来到徐州工程学院学习。同学们在入境时，可能会收到海关给的如下卡片，不论是否收到，请仔细阅读。（Welcome to Xuzhou University of Technology. Students may receive the following cards from customs staff When you entered China. Please read them carefully whether you have received them or not.）

重要提示

请遵守《中华人民共和国出境入境管理法》等法律法规，并仔细阅读以下提示：

- （一）外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后24小时内由本人或者留宿人，向居住地的公安机关办理登记。
- （二）持Z、X1、J1、Q1或者S1签证的外国人，应当自入境之日起30天内向拟居留地公安机关出入境管理机构申请办理外国人居留证件。
- （三）外国人在中国境内工作，应当依法依规取得工作许可和工作类居留许可。
- （四）年满十六周岁的外国人在中国境内停留居留应当随身携带本人的护照或者其他国际旅行证件，或者外国人停留居留证件，接受公安机关的查验。
- （五）在中国境内的外国人应当在允许停留居留的期限届满前离境，如到期后需继续在中国境内停留居留的，应当申请延长停留居留期限。
- （六）外国人永久居留身份证可以在中国境内作为身份证件单独使用。
- （七）外国人违反出境入境管理法法律法规的，可能会受到拘留、限期出境、遣送出境以及不准入境等处理。

如有疑问和建议，请拨打国家移民管理机构12367服务平台电话咨询反映。

IMPORTANT NOTE

Please abide by the Exit and Entry Administration Law of the People's Republic of China and other laws and regulations, and read the following information carefully.

1. For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival at the accommodation, go through the registration formalities with the public security organs in the places of residence.
2. Foreigners holding Visas Z, X1, J1, Q1 or S1, shall apply for residence permits within 30 days after entry with the exit and entry administration authority of the public security organ in the proposed places of residence.
3. Foreigners who work in China shall obtain work permits and work-type residence permits.
4. Foreigners having reached the age of 16 who stay or reside in China shall carry with them passports or other international travel documents, or foreigners' stay or residence permits, and accept the inspection of public security organs.
5. Foreigners in China shall leave the country prior to the expiry of the prescribed duration of stay or residence. If they need to continue to stay or reside in China after the expiration, they shall apply for an extension of the duration of stay or residence.
6. Foreign Permanent Resident ID Card can be used alone as identity document within Chinese mainland.
7. Foreigners violating exit-entry administration laws and regulations may be detained, ordered to exit the country within a time limit, repatriated or denied entry into China etc.

For further questions and advices, please call the China Immigration Service Hotline 12367.

关于留学签证（居留许可证），现作如下说明：

1. 外国人入境中国 24 小时内，需要进行住宿登记。住宿登记可以通过微信小程序“MST 在徐留学小助手”进行线上申报，申报办法可参考如下的〈MST 在徐留学小助手操作指南〉。

2. 持 X2 短期签证入境的同学，只需申报住宿信息，无需办理居留许可证。

3. 持 X1 签证入境的同学，签证有效期为 30 天，必须在入境后 30 天之内申请办理居留证件。超 30 天未办理或拒不办理居留许可证的学生，由学生本人承担相关法律后果。

4. **办理居留许可证需要的材料有：**学生本人护照和一张 2 寸照片、体检合格报告、居留许可证申请材料。

*关于体检，可咨询王瑾老师，办公电话：（0516）83105287，
办公地点：敬中楼 410。

**关于居留许可证申请材料，可咨询梁晶莹老师，办公电话：
（0516）83105089，办公地点：敬中楼 406。

5. 居留许可证办理地点：江苏省徐州市泉山区矿山路 33 号徐州市公安局出入境管理处一楼，

工作时间：9：00-12：00，14：00-17：00

服务电话：（0516）83977205，（0516）83977216。

祝同学们学业顺利，生活愉快！

Hello everyone,

Welcome to Xuzhou Engineering College to study. Regarding the study visa (residence permit), please provide the following explanation:

1.Foreigners entering China need to register for accommodation within 24 hours. Accommodation registration can be applied online through the WeChat mini program "MST Study Abroad Assistant in Xuzhou". The application method can be found in the "Operation Guide for MST International Student Service Assistant" on the next page.

2.Students who enter the country with an X2 short-term visa only need to apply for accommodation information and do not need to apply for a residence permit.

3.Students who enter China with an X1 visa have a validity period of 30 days. Therefore, it is necessary to apply for a residence permit within 30 days after entering the country. Students who have not applied for or refused to apply for a residence permit for more than 30 days shall bear the relevant legal consequences themselves.

4. The materials required for applying for a residence permit include the student's passport, medical examination report, and application materials for the residence permit.

*Regarding the physical examination, you can consult Teacher Wang Jin at (0516) 83105287 and at 407 Jingzhong Building.

**Regarding the application materials for a residence permit, you can consult Teacher Liang Jingying at (0516) 83105089 and at 406 Jingzhong Building.

5.Residence permit application location: 1st floor, Xuzhou Municipal Government Service Center, No. 5 Xing'an Road, Yunlong District, Xuzhou City, Jiangsu Province, China. Telephone number: (0516) 80282999.

Wishing students smooth academic progress and a happy life!

MST 在徐留学小助手使用指南

办理 24 小时住宿登记，请先使用手机，在微信“MST 在徐留学小助手”中完成个人信息注册。“MST 在徐留学小助手”是徐州出入境管理局为服务留学生推出的官方小程序，同学们可放心使用。

【To register for 24-hour accommodation, please first use your phone and complete personal information registration in the “MST Study Abroad Assistant in Xuzhou” on WeChat. The “MST Study Abroad Assistant in Xuzhou” is an official mini program launched by the Entry Exit Administration to serve international students. Students can use it with confidence.】

一、个人信息注册【Information registration】

1. 打开微信，单指轻轻按住屏幕往下拉。【Open WeChat and gently press and hold the screen with one finger and pull it down.】



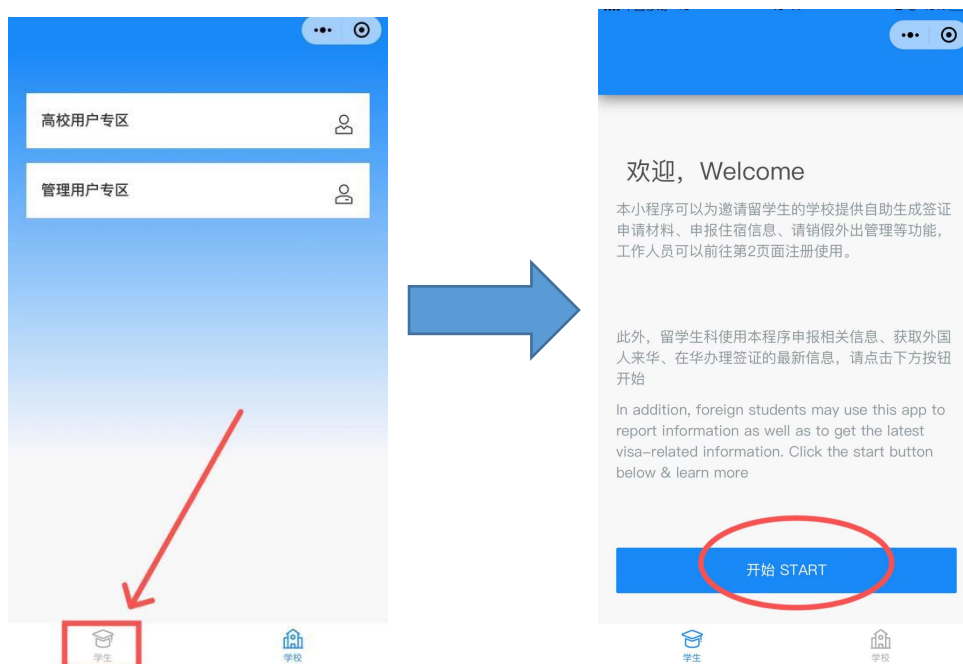
2. 点击“搜索小程序”，输入文字“MST 在徐留学小助手”，选

择小程序-MST 在徐留学小助手。【Click on "Search Mini Program", enter the text "MST Study Abroad Assistant in Xuzhou", and select Mini Program - MST Study Abroad Assistant in Xuzhou.】

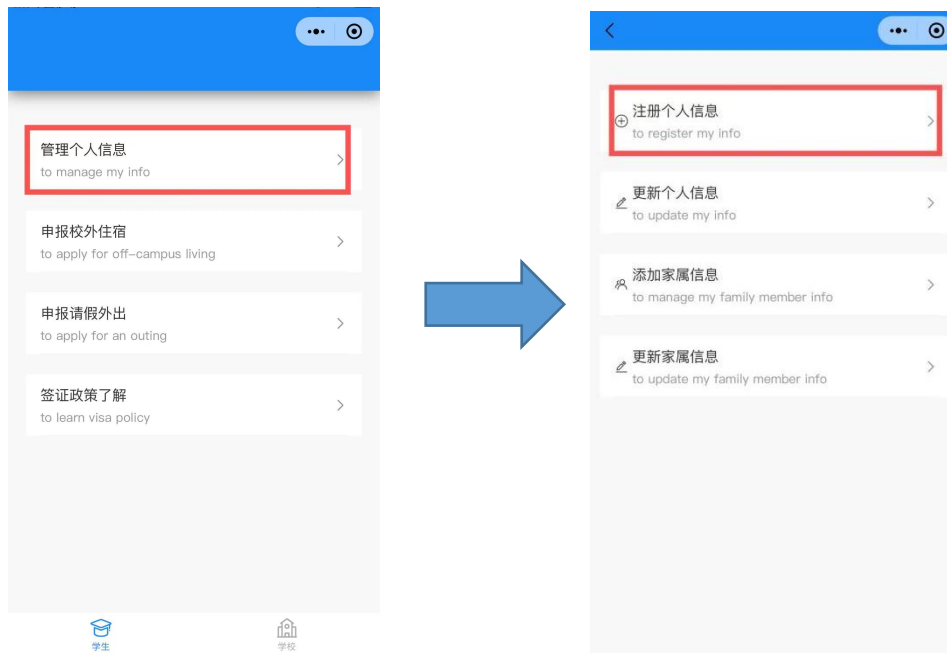


3. 进入“MST 在徐留学小助手”，选择“学生”，点击“开始”。

【Enter the "MST Study Abroad Assistant in Xuzhou", select 'Student', and click 'Start'.】



4. 选择“管理个人信息” – “注册个人信息”。【Select 'Manage Personal Information' - 'Register Personal Information'】



5. 根据要求填写个人信息，点击“查询”。【Fill in personal information as required and click on 'Search'】

The image shows a screenshot of a mobile application form for entering personal information. The form is titled '按要求填写个人信息【Fill in personal information as required】'. It includes the following fields and instructions:

- 学校名称 (School Name): Input field with a red asterisk and 'input here'.
- 学生国籍 (Nationality): Input field with a red asterisk and 'input here'.
- *input Country Code, 'USA' e.g.:
- 护照号码 (Passport No.): Input field with a red asterisk and 'input here'.
- 出生日期: (Birthdate): Input field with a red asterisk and 'input here. Result: yyyy-mm-dd'.
- 性别 (Gender): Radio buttons for '女: Female' and '男: Male'.

At the bottom of the form, there is a blue button labeled '查询 Search' (highlighted with a red oval) and a white button labeled '清空 Reset'.

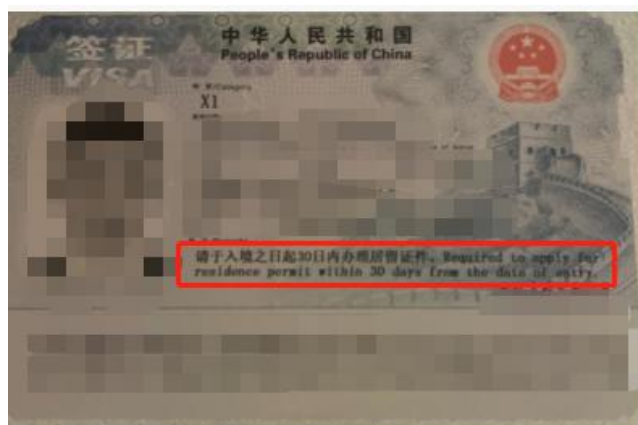
6. 注册完成后，同时会完成入境住宿信息登记。住宿信息登记是外国人入境中国 24 小时内必须申报的内容，请尽快完成。【After registration is completed, the entry accommodation information registration will also be completed. Registration of accommodation information is a mandatory requirement for foreigners entering China within 24 hours, so please complete it as soon as possible.】

7. 注册个人信息时，如遇问题，可咨询梁晶莹老师，办公电话：0516-83105520，办公地点：敬中楼 406。【When registering personal information, if you encounter any questions, you can consult Teacher Liang Jingying, office phone number: 0516-83105520, office location: 404 Jingzhong Building.】

二、居留许可证办理

1. 持 X1 长期签证入境的同学，请查看下图，并仔细核对自己的签证页信息，按要求在入境 30 天内办理居留许可证。

【Students who enter China with an X1 visa, please refer to the picture below and carefully check your own visa page information. Please apply for a residence permit within 30 days of entry as required.】



2. 办理居留许可证需要的材料有：学生本人护照、体检合格报告、居留许可证申请材料。【The materials required for applying for a residence permit include the student's passport, medical examination report, and application materials for the residence permit.】

3. 按照要求在微信“MST 在徐留学小助手”中完成个人信息注册以后，并完成体检，拿到体检合格报告，联系梁晶莹老师领取居留许可证申请材料。

【After completing personal information registration in the WeChat "MST Study Abroad Assistant in Xuzhou" as required, complete the physical examination, obtain the qualified medical report, and contact Teacher Liang Jingying to obtain the application materials for the residence permit.】

4. 没有在微信“MST 在徐留学小助手”中完成个人信息注册的，老师无法获取你的信息，自然无法打印居留许可证申请材料给你。

【If you have not completed personal information registration in the WeChat "MST Study Abroad Assistant in Xuzhou", the teacher will not be able to obtain your personal information, and naturally cannot print the residence permit application materials for you.】

5. 居留许可证办理地点：江苏省徐州市云龙区兴安路 5 号徐州市政务服务中心一楼，服务电话：（0516）80282999。【Residence permit application location: 1st floor, Xuzhou Municipal Government Service Center, No. 5 Xing'an Road, Yunlong District, Xuzhou City, Jiangsu

Province, China. Telephone number: (0516) 80282999.】

6. 出入境管理局向国际学生收取居留许可证办证费，具体金额请咨询出入境管理局。【The Exit and Entry Administration Bureau charges a residence permit application fee for international students. Please consult the Exit and Entry Administration Bureau for the specific amount.】

7. 出入境管理局受理并办理居留许可证的工作时间为7个工作日左右，具体时间以出入境管理局告知为准。【The working time for the Entry Exit Administration to accept and apply for a residence permit is about 7 working days, and the specific time is subject to the notification from the Entry Exit Administration.】

三、签证信息更新 【Visa information update】

拿到新签证（居留许可证）后，需要在“微信-MST 在徐留学小助手”中更新签证信息，只有更新了签证页信息，下次办理签证延签时，老师才能给你打印最新、最有效的签证材料。所以，以后每次办理完新签证，都要及时在“微信-MST 在徐留学小助手”中更新签证信息。

【 After obtaining a new visa (residence permit), you need to update your visa information in the WeChat "MST Study Abroad Assistant in Xuzhou". Only after updating the visa page information can the teacher print the latest and most valid visa materials for you the next time you apply for visa extension. So, every time a new visa is processed

in the future, it is necessary to update the visa information in a timely manner in the WeChat "MST Study Abroad Assistant in Xuzhou".】

※签证更新方法如下【The visa renewal method is as follows】：

1. 进入“MST 在徐留学小助手”，选择“学生”，点击“开始”。

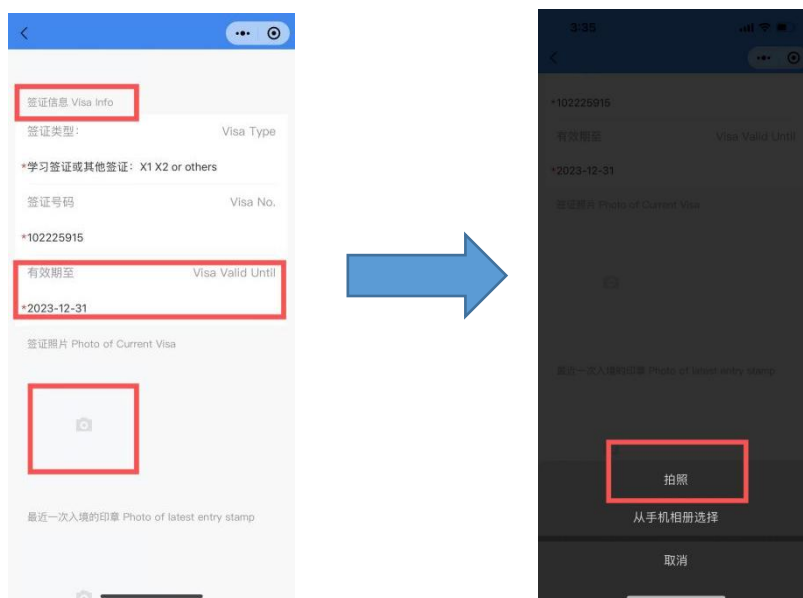
【Enter the "MST Study Abroad Assistant in Xuzhou", select 'Student', and click 'Start'.】



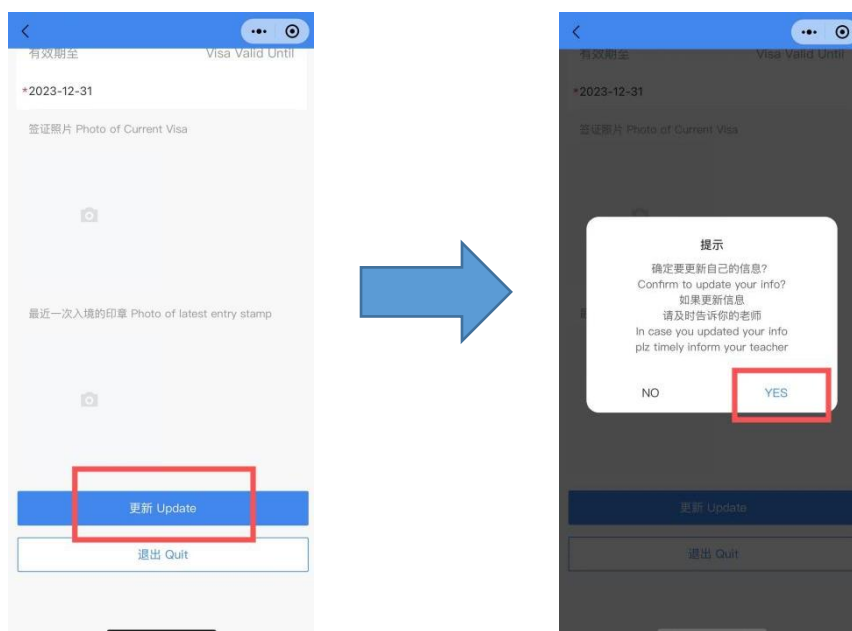
2. 点击“管理个人信息”，选择“更新个人信息”。【Click on 'Manage Personal Information' and select 'Update Personal Information'.】



3. 下拉到“签证信息”，选择签证有效期时间，拍照上传签证照片。【Drop down to ‘Visa Information’, select the visa validity period, and upload a visa photo.】



4. 点击“YES”完成签证信息更新。【Click 'YES' to complete the visa information update.】



注意：

*只有及时更新签证信息，“微信-MST 在徐留学小助手”才能在同学们的签证到期前及时进行信息提醒，提醒时间为签证到期前 15 天。

【 Only by updating visa information in a timely manner can the WeChat "MST Study Abroad Assistant in Xuzhou" provide timely information reminders before the expiration of students' visas, with a reminder time of 15 days before the expiration of their visas.】



**请各位同学在签证到期前一个月，或者在收到如上的签证到期提醒时，及时联系梁晶莹老师办理签证延期。

【 Please contact Teacher Liang Jingying in a timely manner one month before the expiration of your visa, or upon receiving the above visa expiration reminder, to apply for a visa extension.】

***持 X1 签证入境未及时办理居留许可的，签证及居留许可到期未及时延期的，均被视作非法居留。非法居留的处罚：外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款，或者五日以上十五日以下拘留。

【 Those who enter the country with an X1 visa but fail to apply for a residence permit in a timely manner, or whose visa and residence

permit have expired but have not been extended in a timely manner, are considered illegal residents. Penalty for illegal residence: Foreigners who illegally reside will be given a warning; If the circumstances are serious, a fine of 500 yuan per day of illegal residence, with a total amount not exceeding 10000 yuan, or detention of not less than five days but not more than fifteen days shall be imposed.】

****请各位同学及时关注自己的签证到期时间。【 Please pay attention to your visa expiration date in a timely manner.】